

Financial

Board of Trustees Policy

SUBJECT: Travel Policy	NUMBER: 6.1
	DATE: September 01, 1997 Resolution #97-79 Amended September 21, 2009 Amended May 21, 2012
	SUPERSEDES:

This policy document directly relates to the Travel Policy, of the SCCC Board of Trustees, as hereto attached.

SCHENECTADY COUNTY COMMUNITY COLLEGE

TRAVEL POLICY

GENERAL POLICY STATEMENT

It is understood that participation in educational and professional meetings\conferences, and professional development activities is beneficial to the College as well as to staff members who have a responsibility to keep abreast of matters relating to their position at the College. It is further understood that there may be occasions for individuals to be called upon to attend activities as institutional representatives when deemed appropriate.

Travel for educational and professional meetings, conferences, and for professional development activities must be in the best interest of the College. Travel activities in the best interest of the College are those that, when properly approved, advance the College's strategic plan and/or the "6 Big Ideas" established by SUNY.

Expenses incurred for approved travel must also be at the most cost effective rates. Therefore, reimbursement for the aforesaid activities will be made in accordance with guidelines and procedures established by the college administration, within the policies set forth by the Board of Trustees.

Administration of Travel Budgets

A travel budget has been established for each unit of the College. This budget is administered by the unit head with appropriate approvals for expenditures to be made by the unit head.

Requests over \$300 require approval by the College President. For those reporting directly to the President, any requests over \$600 will require approval by the Board of Trustees. Expenses over \$1,500 requested by the President require approval by the Board of Trustees.

WAIVER

Normal allowances may be waived by the College President or his/her designee under special circumstances.

Approved by the Board of Trustees
Per Resolution #97-79 (effective September 1, 1997)
Amended 9/21/09 (effective 9/22/09)
| Amended *5/21/12 (effective 5/22/12)